

# **York County Office of Emergency Management Emergency Operations Plan January 10, 2020**

## **Section I Basic Plan**

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## CERTIFICATION OF BIENNIAL REVIEW

This Emergency Operations Plan has been reviewed by the York County Office of Emergency Management. The review is hereby certified by the County Emergency Management Coordinator.

Date	Signature
1/10/2020	Michael Fetrow

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## FOREWORD

The York County Emergency Operations Plan (EOP) outlines how the County Government complies with and implements the specific aspects of the Pennsylvania Emergency Management Services Code (Pa CS Title 35 Sections 7101-7707) and it incorporates the provisions of the Counter-terrorism Preparedness, Planning and Response Act (Act 2002, PL 1967, No. 227). The county EOP serves as a bridge between the municipal emergency management agencies and the Commonwealth of Pennsylvania Emergency Management Agency (PEMA).

The County Plan is organized as follows:

The **Basic Plan** presents the policies and the concepts of operations that guide how the County will assist disaster, emergency and terrorism stricken municipalities, public facilities and agencies. The plan also summarizes county planning assumptions, response and recovery actions as well as responsibilities.

**Appendices** cover other information such as terms and definitions, acronyms, abbreviations, plan changes, revisions, etc.

The **Emergency Support Function Annexes (published separately)** describe the mission, concept of operations and responsibilities of the primary and support agencies involved in the implementation of the specific response functions. The Emergency Support Function Annexes have been categorized according to the National Incident Management System (Command, Operations, Planning, Logistics and Finance).

**Incident, Hazard or Event Specific Annexes (published separately)** outline the response to specific events or situations. This category includes planning considerations for the specific hazard. The configuration allows the flexibility to expand this plan to incorporate site specific plans as required by federal or state regulations, or the county hazards vulnerability analysis.

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## RELATED SUPPORTING PLANS (Published separately)

1. EOC Staff Manual
2. Continuity of Government Plan/Continuity of Operations Plan
3. Hazard Mitigation Plan
4. Special Events Plans
5. Prison Plans
6. School Plans
7. Day Care Plans
8. Dependent Care Facility Plans (nursing homes, assisted living facilities, etc)
9. Strategic National Stockpile Plan
10. MDMC (POD) Plan
11. Municipal Plans
12. Debris Management Plan
13. Mass Fatality Plan

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## EXECUTIVE SUMMARY

**General:** This plan prescribes emergency response procedures for York County, while it reflects the structure of emergency management throughout the Commonwealth of Pennsylvania and the nation. This plan serves as an emergency management link between local municipalities and state government while incorporating the federal organizational concepts of the National Response Framework (NRF.)

All emergency response activities within the county will utilize the National Incident Management System (NIMS). This includes prescribed incident command structures that will be used by local emergency responders at the scene of emergencies, and at the county Emergency Operations Center (EOC).

This plan employs a functional, all-hazards approach that manages the assistance that the county is likely to need or provide by defining fifteen (15) Emergency Support Functions (ESFs). These functions are basically the same as those at the state and federal levels.

**Organization:** The plan is divided into four sections, all published separately. This allows users to separate those portions that may contain personal information (the items in Sections III and IV) or information that may need to be kept confidential.

### **Section I contains:**

- The Basic Plan which describes procedures and principles for organizing emergency response throughout the county. It contains overarching structures and assigns responsibilities to various organizations in the county.
- A listing of Related Supporting Plans that:
  - depend on this plan for assignment of responsibilities and operational principles and may supplement this plan during specific emergencies,
  - because of regulatory requirements or the specific nature of the hazards they address, should stand alone,
  - are published separately, and incorporated into this plan by reference,

- In some cases, contain personal or sensitive information and are exempted from the provision of the Right-to-Know Law, and from release to the general public.
- Appendices that provide additional information (definitions, explanation of terms, maps, etc.) that will be helpful during emergency response.

**Section II contains:** Functional Annexes. The functional annexes are individual chapters that focus on missions (e.g., communications, damage assessment). These annexes describe the actions, roles, and responsibilities of participating organizations. Functional annexes discuss how the jurisdiction manages the function before, during, and after the emergency, and they identify the agencies that implement that function. However, each functional annex addresses only general strategies used for any emergency. These contain personal or sensitive information and are exempted from the provision of the Right-to-Know Law, and from release to the general public.

**Section III contains:**

- Functional Checklists that provide suggested tasks for each of the principal positions in the county EOC.
- Blank Forms that will be needed for the operation of the County EOC, and for reporting damages and other operational data to state government.

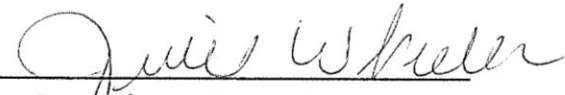
**Section IV contains:** Hazard-, Threat-, and Incident-Specific Annexes. The hazard-, threat-, or incident-specific annexes describe the policies, situation, CONOPS, and responsibilities for particular hazards, threats, or incidents. They explain the procedures that are unique to that annex for a hazard type. In some cases, these contain personal or sensitive information and are exempted from the provision of the Right-to-Know Law, and from release to the general public.

## PROMULGATION

This plan is promulgated as the York County Emergency Operations Plan. The plan is designed to comply with all applicable state and county regulations and provides the policies and procedures to be followed in dealing with emergencies and disasters.

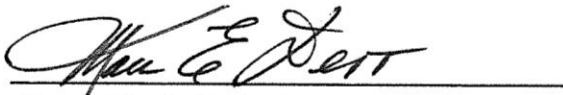
This plan supersedes all previous plans.

Promulgated this 10<sup>th</sup> day of January, 2020.

  
\_\_\_\_\_  
President Commissioner

  
\_\_\_\_\_  
Vice President Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Chief Clerk/Administrator

  
\_\_\_\_\_  
Emergency Management Director

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## I. PURPOSE AND SCOPE

### A. Purpose

The purpose of this plan is to prescribe those activities to be taken by County of York government and officials to coordinate activities, provide support to the municipalities, and interface with the Pennsylvania Emergency Management Agency (PEMA) for the purpose of protecting the lives and property of the citizens in the event of a natural, technological emergency, terrorism event or disaster. This plan serves to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S.), Section 7101 et seq., as amended. This plan is designated as an **“All-Hazards”** plan in scope.

### B. Scope

The plan will apply to all emergencies that require county-level response and occur within the geographic boundaries of the County, and to the use of county emergency response assets for response to emergencies in other counties and jurisdictions. The plan is applicable to all assets of county government and supporting emergency response organizations within the county.

## II. SITUATION AND ASSUMPTIONS

### A. Situation

#### 1. County Location and Description

York County is located in the south central portion of Pennsylvania and encompasses a land area of approximately 911 square miles. According to the Census of the United States, the estimated population of the county in July 2018 was 446,078. York City, the county seat, is located in the central portion of the county. Approximately 281 square miles (31 percent) of the county is forest, 352 square miles (38 percent) is agriculture, 690 square miles (76 percent) is considered rural and 220 square miles (24 percent) is considered urban. There are 634 miles of state and federal highways and 3,925 miles of secondary and municipal

roads in the county. The County is comprised of 72 municipalities, 1 city (York), 36 boroughs and 35 townships, and 16 School Districts.

## 2. County Capabilities and Resources

York County operates a 9-1-1 Emergency Communications Center (ECC) and an Emergency Operations Center (EOC). The ECC and the EOC have listings of resources available from county assets as well as resources available from the municipalities via mutual aid agreements.

## 3. County Hazard Vulnerability

York County is subject to a variety of hazards. According to the county hazard vulnerability analysis (HVA), the most likely and damaging of these are:

Table 4.4.2-1: Hazard Prioritization Matrix							
Hazard Risk	Hazard	Risk Assessment Category					Risk Factor
		Probability	Impact	Spatial Extent	Warning Time	Duration	
High	Nuclear Incidents	1.4	3.1	3.7	3.2	3.7	3.1
	Flood/Flash Flood/Ice Jam	3.7	2.4	2.8	1.7	2.4	3.0
	Winter Storms	3.4	2.2	3.6	1.2	2.7	2.9
	Environmental Hazards	3.1	1.8	2.5	3.5	2.1	2.9
	Radon Exposure	3.6	1.9	3.1	1.0	3.9	2.9
	Urban Fires/Explosions	2.9	2.1	1.8	4.0	1.8	2.8
	Pandemic And Infectious Disease	2.3	2.3	3.5	1.6	3.6	2.8
	Extreme Temperatures	3.2	1.8	3.6	1.1	3.1	2.8
	Terrorism	2.4	2.1	2.2	3.9	1.8	2.8
Moderate	Mass Food and Animal Feed Contamination	1.5	1.9	3.0	3.4	3.5	2.7
	Hurricane/Tropical Storm/Nor'Easter	2.5	2.3	3.6	1.1	2.3	2.6
	Tornado/ Windstorm	2.7	2.1	2.2	2.8	1.4	2.6
	Dam Failure	1.2	2.7	2.6	3.3	2.1	2.6
	Hailstorm	3.1	1.4	2.2	3.2	1.0	2.5
	Wildfire	2.7	1.4	1.7	3.6	1.8	2.5
Low	Lightning Strike	3.3	1.6	1.4	2.9	1.0	2.4
	Drought	2.2	1.3	3.3	1.4	4.0	2.4
	Levee Failure	1.2	2.4	2.4	3.0	2.3	2.4
	Subsidence/Sinkhole	2.1	1.6	1.8	3.6	2.0	2.4
	Invasive Species	2.4	1.5	2.5	1.3	3.9	2.3
	Earthquake	1.8	1.1	2.2	3.7	1.0	2.2
	Civil Disturbance	1.4	1.7	1.7	3.2	1.9	2.1
	Landslide	1.1	1.0	1.3	3.6	1.1	1.7



## B. Assumptions

1. A major disaster, emergency or terrorism event will cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and will have an impact on the regional economic, physical, and social infrastructures.
2. The extent of casualties and damage will reflect factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.
3. The large number of casualties, heavy damage to structures and basic infrastructure, and disruption of essential services will overwhelm the capabilities of the local (municipal) governments along with their emergency response agencies in their response to meet the needs of the situation.
4. Within a short time following the occurrence of a major emergency / disaster, the county will be requested to coordinate and support the activities in accordance with the provisions of the Pennsylvania Emergency Management Code (Pa C.S. Title 35 Sections 7101-7707). The York County Office of Emergency Management (OEM) will need to respond on short notice to provide timely and effective assistance.
5. By utilization of the tiered response system, the resources and capabilities of the South Central Task Force (SCTF) will be requested by the county to provide additional coordination and support activities in accordance with the Counter-terrorism Planning, Preparedness and Response Act (Act 2002-227).
6. Due to limited resources at the county and the regional counter-terrorism task force, and upon a determination that resource requests exceed available resources, the county will request assistance from the Pennsylvania Emergency Management Agency (PEMA).

7. The occurrence of a major disaster or emergency based upon these planning assumptions will result in the declaration of an emergency by the Governor. Such a declaration, dependent upon the severity, may result in the declaration of an emergency by the President.

### III. CONCEPT OF OPERATIONS

#### A. General

Most disasters, emergencies and terrorism related incidents are handled by local responders. The county is called upon to provide supplemental assistance and coordination whenever the consequences of a disaster or emergency exceed local capabilities and as identified within the Pennsylvania Emergency Management Code (Pa. C.S. 35 Sections 7101-7701). If the disaster, emergency, or terrorism incident exceeds the capabilities of the county, the regional task force will be requested to provide assistance. The regional task forces can provide assistance in the form of specialized response teams. Additionally, the State (PEMA) will be requested to provide assistance. If needed, the state can mobilize an array of resources including, specialized response teams, support personnel, and specialized equipment to support disaster or emergency affairs.

#### B. Intergovernmental Assistance

The County EMC and elected officials will develop mutual aid agreements with adjacent Counties for reciprocal emergency assistance as needed. Additionally, as provided for in Act 2002-227 (The Counter-terrorism Planning, Preparedness and Response Act) York County is a member of the South Central PA Task Force and may obtain assistance in the form of specialized support teams, materials and equipment. Adjacent Counties and other governments will render assistance in accordance with the provisions of intergovernmental support agreements in place at the time of the emergency. The provisions of the Task Force Plan, the County 9-1-1 plan and the associated mutual aid agreements will also apply.

#### C. Direction, Control, Coordination and Support

1. Incident Management.

The York County Emergency Operations Plan, like the Commonwealth Emergency Operations Plan (CEOP) and the National Response Framework (NRF), employs a multi-agency operational structure that uses the Incident Management System based upon the National Incident Management System (NIMS).

2. County Elected Officials are responsible for the protection of the lives and property of the citizens and they exercise ultimate control of the phases of emergency management as well as emergency activities within the county.

3. An Emergency Management Coordinator (EMC) has been designated and may act on behalf of the County elected officials. An Emergency Operations Center (EOC) has been identified, and may be activated by the EMC, deputy or the elected officials during an emergency. The County is served by a 24/7, 9-1-1 Center and Office of Emergency Management.

4. This plan embraces an “**all-hazards**” principle: that most emergency response functions are similar, regardless of the hazard. The York County EMC will mobilize functions and personnel as required by the emergency situation.

5. Whenever there is an emergency response by the county government OEM will follow the Incident Management System (IMS) delineated below. When called upon for assistance / coordination, the county emergency management agency will interface with the local / municipal emergency management agency(ies). Consistent with the Pennsylvania Emergency Management Services Code, when two or more political subdivisions within a county are affected, the county organization shall exercise responsibility for coordination and support to the area of operations. When two or more counties are involved, coordination shall be by PEMA or by PEMA Central Region Office.



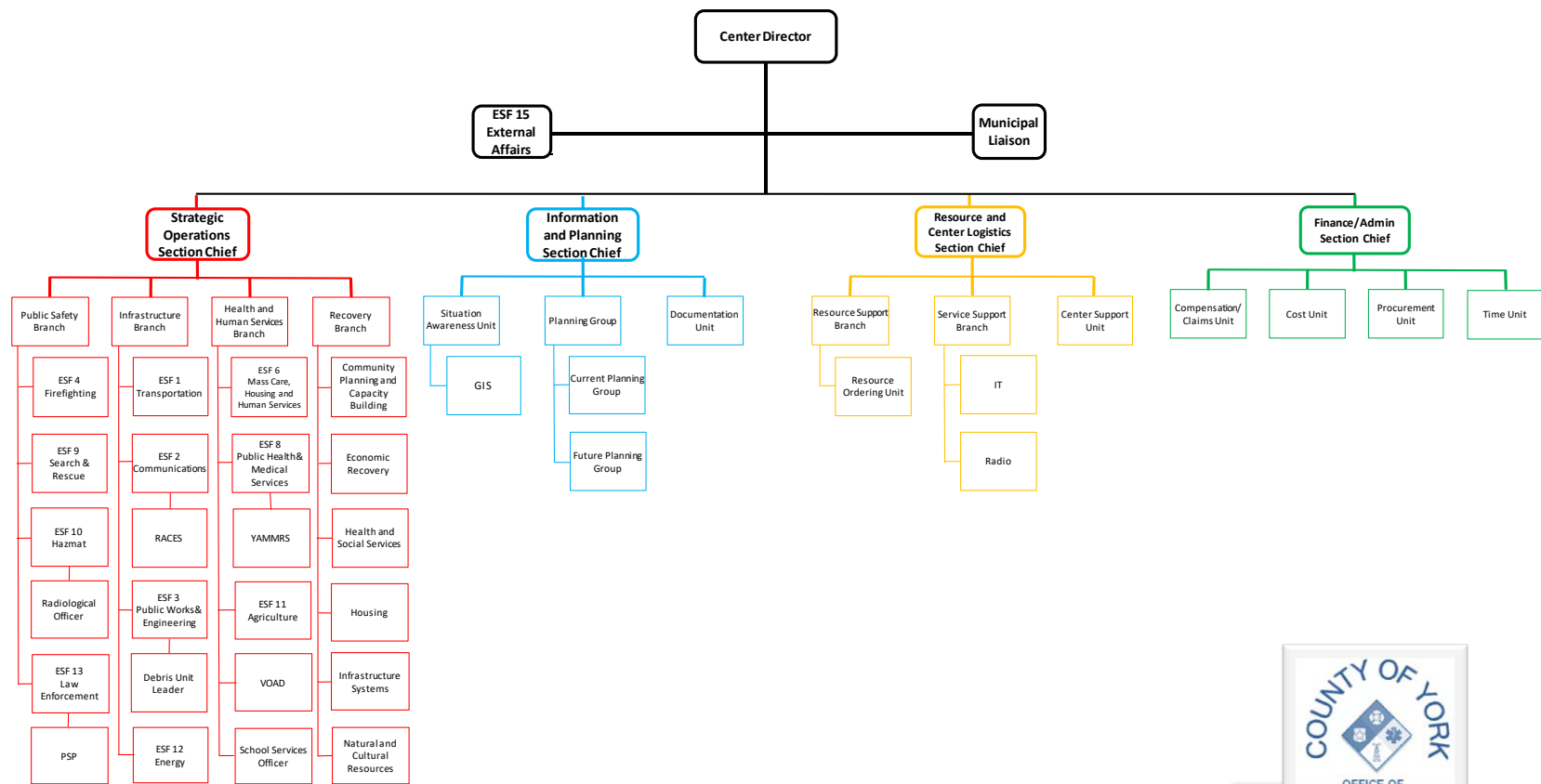
Illustration 1 – Local Incident Management

- a. The Incident Commander (IC) at an incident site will be from fire, police, emergency medical services, or emergency management, dependent upon the nature of the incident. The local IC will coordinate with the respective municipal emergency management director. When local conditions are such that the emergency / disaster event exceeds the local capabilities and / or local resources, the municipal emergency management director (EMC) or others may contact the county emergency management agency to request assistance.

The National Incident Management System (NIMS) structure includes the categories of Command, Operations, Planning, Logistics and Finance along with command staff including Public Information, Safety and Liaison. The IMS structure delineated herein is consistent with the NIMS and the Pennsylvania Fire Academy training programs.

- b. A NIMS County EOC configuration is presented as Illustration 2.

# York County EOC Organizational Chart



May 2017

Illustration 2 – County EOC configuration

6. When the York County EMC receives notice of a potential emergency from the Pennsylvania Emergency Management Agency (PEMA), the County 9-1-1 Center or from the National Weather Service (NWS) watches and warnings, a partial activation of the EOC will be considered.
7. Concurrent Implementation of Other Emergency Plans
  - a. An incident involving hazardous substances, weapons of mass destruction or other lethal agents, a nuclear power plant incident or high hazard dam emergency may involve “Incident Specific” response activity (Counter-terrorism Plan, SARA Plan, Radiological Emergency Response Plan, High Hazard Dam Plan, etc.) plans at the County EOC.
  - b. If the incident involves concurrent implementation of multiple response plans at various levels, the Pennsylvania Emergency Management Agency (PEMA) shall serve to coordinate to the maximum extent practical to ensure effective actions.
8. Integration of Response, Recovery and Mitigation Actions
  - a. Following a disaster, immediate response operations to save lives, protect property, and meet basic human needs have precedence over recovery and mitigation. Recovery actions will be coordinated and based upon availability of resources.
  - b. Mitigation opportunities will be considered throughout disaster operations.

#### D. Continuity of Operations Planning (COOP)

Continuity of Government procedures are specified in the Continuity of Government (COG) enclosure to this plan. The COG addresses the line of succession (elected officials, emergency management and county offices), alternate locations and preservation of records. The COG is presented within the Event Specific Plan Section.

#### IV. RESPONSIBILITIES

This plan has been developed based upon the structure of emergency management within the Commonwealth of Pennsylvania (state). This plan

serves as an emergency management link between the municipalities and the state; it also coincides with the concepts of the National Response Framework. This plan employs a functional approach that groups the types of assistance that the county and / or its municipalities are likely to need based upon the fifteen (15) federal Emergency Support Functions (ESFs). The functional areas have been grouped according to the categories of the National Incident Management System (NIMS). Because differences exist between the capabilities and resources at the federal level and the needs at the county / local levels, the 15 federal ESFs do not fully address all of the needs. Therefore, additional functional annexes, also grouped according to the NIMS categories, have been developed and included. All of the ESFs have been grouped within the Functional Annex section. To further facilitate response actions / activities of the Emergency Operations Center staff, Standing Operating Checklists have been developed and grouped by NIMS category within the Checklist section. A Notification and Resource manual is at the county EOC. Training and exercises are discussed in section VI of the basic plan.

#### A. ESF Responsibilities

1. Primary Agencies: Each emergency function has been listed according to the appropriate incident management category and the appropriate agency has been identified as the “Primary Agency” for each function. The primary agency provides expertise and management for the designated function.
2. Support Agencies: Each emergency function typically has at least one “Support Agency” identified. These agencies serve to provide support for the mission assigned to the primary agency

#### B. Command Staff

1. Elected Officials:
  - a. Responsible for establishing a county emergency management organization;
  - b. Provide for continuity of operations;

- c. Establish lines of succession for key positions;
  - d. Designate departmental emergency operating centers and alternatives;
  - e. Prepare and maintain this EOP in consonance with the Commonwealth Emergency Operations Plan;
  - f. Establish, equip and staff an EOC;
  - g. Recommends an EMC for appointment by the governor who may act on their behalf, if necessary;
  - h. Issue declarations of disaster emergency if the situation warrants; and
  - i. Apply for federal post-disaster funds, as available.
2. Emergency Management Director (Center Director):
- a. Prepare and maintain an EOP for the County subject to the direction of the elected officials; reviews and updates as required;
  - b. Maintain coordination with the local municipal and Commonwealth EMA, and provides prompt information in emergencies, as available;
  - c. Identify hazards and vulnerabilities that may affect the municipalities in coordination with the municipal EMAs;
  - d. Identify resources within the County that can be used to respond to a major emergency or disaster situation and requests needed resources from the Commonwealth EMA;
  - e. Develop and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
  - f. Mobilize the EOC and acts as the Command function within the EOC during an emergency;
  - g. Compile cost figures for the conduct of emergency operations above normal operating costs; and



- h. Attend training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures; and
  - i. Serve on the executive committee of the South Central Task Force.
- 3. Public Information ESF # 15
  - a. Advise elected officials and the County EMC about Public Information activities;
  - b. Develop and maintains the checklist for the Public Information function;
  - c. Assist in the development, review and maintenance of the EOP;
  - d. Respond to the EOC, the field, or Joint Information Center as needed; and
  - e. Coordinate and release public information to the media.
- 4. County Department Heads / County Agency Directors
  - a. Provide staff support and resources;
  - b. Provide guidance, direction and authority to agency / department personnel who support the EOC;
  - c. Assist in the development and maintenance of the EOP;
  - d. Develop, review and approve the EOC checklists specific to their agency / department;
  - e. Respond to the EOC or field location as needed; and
  - f. Advise elected officials and the County EMC about specific capabilities.
- 5. Liaison Officers (Optional – PSP, PennDOT, National Guard, etc.)
  - a. Respond to the EOC or the field, as needed;
  - b. Serves as the liaison between their respective agency and the county EOC;

- c. Interface with their respective agency to request / coordinate resources; and,
  - d. Advise elected officials and the County EMC about issues related to their specific agency.
- 6. Municipal Liaison
  - a. Serves as the liaison between the municipalities and the EOC
  - b. Coordinate all municipal EMCs and the county EOC
  - c. Advise elected officials and the EMC about municipal activities.
- C. Strategic Operations Section
  - 1. Strategic Operations Section Chief
    - a. Assumes duties of Center Director in his/her absence. Serve as the coordinator of all activities categorized under the Strategic Operations Section.
    - b. Function as the interface between the Strategic Operations Section and Command.
    - c. Ensure that all personnel operating within the Strategic Operations Section receive up to date information regarding the situation and the event.
    - d. Solicit periodic update briefings from the individual staff of the Strategic Operations functions.
    - e. Provide periodic updates and briefings to Command.
  - 2. Fire Services - ESF # 4:
    - a. Develop and maintain the checklist for the Fire Services function;
    - b. Assist in the development, review and maintenance of the EOP;
    - c. Responds to the EOC or the field, as needed;
    - d. Coordinate fire services activities;

- e. Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
  - f. Coordinate route alerting of the public;
  - g. Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
  - h. Coordinates the emergency shutdown of light and power;
  - i. Coordinate the provision of emergency lights and power generation;
  - j. Coordinate salvage operations and debris clearance, and
  - k. Advise elected officials and the EMC about fire and rescue activities.
3. Search and Rescue - ESF # 9
- a. Develop and maintains the checklist for the Urban Search and Rescue function;
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Responds to the EOC or the field, as needed;
  - d. Maintains a copy of the USAR procedures for reference;
  - e. Coordinate search and rescue activities within the County;
  - f. Interface with the State USAR representative;
  - g. Serves as an information resource regarding SAR incidents;
  - h. Assist as appropriate USAR / SAR components; and
  - i. Advise elected officials and the EMC about SAR incidents and activities.
4. Hazardous Materials - ESF # 10
- a. Develop and maintain the checklist for the Hazardous Materials function;
  - b. Assist in the development, review and maintenance of the EOP;

- c. Responds to the EOC or the field, as needed;
  - d. Maintain a listing of SARA Sites within the County along with facility emergency plans based upon input received from the facilities and municipal EMAs;
  - e. Coordinate hazardous materials activities within the County;
  - f. Interface with the State Certified - County Hazardous Materials team;
  - g. Coordinate with and make notifications of the Department of Environmental Protection (DEP) as required;
  - h. Serves as an information resource regarding hazardous materials incidents;
  - i. Assist as appropriate hazardous materials operations; and
  - j. Advise elected officials and the EMC about Hazardous Materials incidents and activities.
5. Radiation Officer
- a. Develop and maintain the checklist for the Hazardous Materials function;
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Responds to the EOC or the field, as needed;
  - d. Coordinate Exelon;
  - e. Assist with Radiological Incidents
  - f. Advise Elected Officials and Center Director about Incidents
6. Law Enforcement -ESF # 13:
- a. Develop and maintains the checklist for the Law Enforcement - Police Services function; Local (Sheriff Dept) and State Police
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Responds to the EOC or the field, as needed;
  - d. Coordinate security and law enforcement services;

- e. Establish security and protection of critical facilities, including the EOC, Sheriff's Dept.;
  - f. Coordinate traffic and access control in and around affected areas;
  - g. Assist as appropriate with route alerting and notification of threatened populations;
  - h. Assist as appropriate with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
  - i. Coordinates the installation of emergency signs and other traffic movement devices;
  - j. Assist as appropriate in search and rescue operations; and
  - k. Advise elected officials and the EMC about Law Enforcement - Police Services operations.
7. PSP -ESF # 13:
- a. (Develop and maintains the checklist for the Law Enforcement - Police Services function; Local (Sheriff Dept) and State Police
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Responds to the EOC or the field, as needed;
  - d. Coordinate security and law enforcement services;
  - e. Establish security and protection of critical facilities, including the EOC, Sheriff's Dept.;
  - f. Coordinate traffic and access control in and around affected areas;
  - g. Assist as appropriate with route alerting and notification of threatened populations;
  - h. Assist as appropriate with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
  - i. Coordinates the installation of emergency signs and other traffic movement devices;

- j. Assist as appropriate in search and rescue operations; and
  - k. Advise elected officials and the EMC about Law Enforcement - Police Services operations.
8. Transportation - ESF # 1:
- a. Develop and maintains the checklist for the Transportation Services function;
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Responds to the EOC or the field, as needed;
  - d. Maintain a listing of Transportation Resources and contact information including capacities in the County.
  - e. Coordinate the supply of transportation resources within the County during an emergency; and
  - f. Advise elected officials and the EMC about Mass Care – Shelter activities.
9. Communications– ESF # 2:
- a. Develop and maintains the checklist for the Communications and Warning function;
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Train staff members on the operation of communications system;
  - d. Ensure ability to communicate between the County EOC, field operations and the municipal EMAs;
  - e. Assist with notification of key staff of the municipality(ies);
  - f. Respond to the EOC or the field, as needed; and
  - g. Advise elected officials and the EMC about Communications activities.
10. Public Works and Engineering - ESF # 3:
- a. Develop and maintains the checklist for the Public Works function;
  - b. Assist in the development, review and maintenance of the EOP;

- c. Responds to the EOC or the field, as needed;
- d. Maintains a listing of Public Works assets and resources;
- e. Serves as a liaison between municipal public works and the County;
- f. Coordinates the assignment of Public Works resources;
- g. Provide information on water, sewage, road construction and repair, engineering, building inspection and maintenance; and
- h. Advise elected officials and the EMC about Public Works and Engineering activities.

#### 11. Energy- ESF # 12

- a. Develop and maintains the checklist for the energy and utility function;
- b. Assist in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Maintains a listing of energy and utility assets within the County;
- e. Serves as a liaison between the County and the energy / utilities;
- f. Coordinate the dissemination of information to the energy / utilities within the County; and
- g. Advise elected officials and the EMC regarding energy / utility issues.

#### 12. Mass Care, Housing, and Human Services - ESF # 6:

- a. Develop and maintains the checklist for the Mass Care / Shelter Services function;
- b. Assist in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Maintains a listing of Mass Care – Shelter facilities including capacities in the County;
- e. Coordinate with American Red Cross, VOAD and other appropriate agencies;

- f. Coordinate Mass Care – Shelter provision within the County during an emergency;
  - g. Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues; and
  - h. Advise elected officials and the EMC about Mass Care, Evacuation and Shelter activities.
13. Public Health and Medical Services - ESF # 8:
- a. Develop and maintains the checklist for the Health/Medical Services function;
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Responds to the EOC or the field, as needed;
  - d. Maintain a listing of hearing impaired, handicapped and special needs residents, based upon input received from the municipal EMAs, (municipality has listings).
  - e. Coordinate emergency medical activities within the County;
  - f. Coordinate institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
  - g. Coordinate medical services as needed to support shelter operations with Mass Care officer;
  - h. Assist as appropriate search and rescue operations;
  - i. Coordinate with county coroner, mortuary services;
  - j. Coordinate provision of inoculations for the prevention of disease; and
  - k. Advise elected officials and the EMC about Health/Medical Services activities.
14. Agriculture ESF 11
- a. Develop and maintains the checklist for the animal care and control function;



- b. Assist in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Maintains a listing of animal care and control assets and resources;
- e. Serve as a liaison between the County and animal care and control agencies;
- f. Coordinates the assignment of animal care and control resources;
- g. Advise elected officials and the EMC about animal care and control activities

#### 15. VOAD

- a. Develop and maintains the checklist for the Donations – Volunteer Management function;
- b. Assist in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Maintain a listing of donations management assets and resources; volunteer screening, placement;
- e. Serves as a liaison between the County and donations management agencies;
- f. Coordinate the assignment of donations management resources; and

#### 16. School Services Officer

- a. Develop and maintains the checklist for the School Services
- b. Assist in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Maintain a listing of Schools
- e. Advise Elected Officials and Center Director on School Services activities.

#### D. Information and Planning Section ESF 5

1. Information and Planning Section Chief
  - a. Serve as the coordinator of all activities categorized under the Planning Section;
  - b. Functions as the interface between the Planning Section and Command;
  - c. Ensures that all personnel operating within the Planning Section receive up to date information regarding the situation and the event;
  - d. Solicit periodic update briefings from the individual staff of the Planning function; and
  - e. Provide periodic updates and briefings to Command.
2. Situational Awareness Unit
  - a. Develop and maintain checklists;
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Gathers information for all available sources;
  - d. Verify the accuracy of all information;
  - e. Ensure damage assessment information is reported;
  - f. Produce a Situation Report for every operation period.
3. GIS
  - a. Develop and maintains the checklist GIS
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Responds to the EOC or the field, as needed;
  - d. Produce incident-related maps and other mapping products to support response and/or recovery operations
4. Documentation Unit
  - a. Develop and maintains the checklist for the Documentation Unit
  - b. Assist in the development, review and maintenance of the EOP;

- c. Catalogues and stores incident information;
- d. Maintains accurate and complete records and data
- e. Keeps record of issues for the After Action Report.

#### E. Logistics Section

##### 1. Resource and Center Logistics Section Chief

- a. Develop and maintains the checklist for the Resource and Logistics section;
- b. Assist in the development, review and maintenance of the EOP;
- c. Provides Facilities, services, people and material in support of the center and the incident;
- d. Supervises the branches and unit of the resource and Center Logistics Section
- e. Coordinates with the CD and operations to establish priorities for resource allocation;

##### 2. IT

- a. Develop and maintains the checklist for the IT Specialist;
- b. Assist in the development, review and maintenance of the EOP;
- c. Coordinates Technological needs;
- d. Ensures proper function of technology equipment;
- e. Operates and maintain cyber security;
- f. Serves as SME for internet and network;
- g. Maintains accountability for equipment;

##### 3. Radio

- a. Develop and maintains the checklist for the Radio Technical Specialist;
- b. Assist in the development, review and maintenance of the EOP;
- c. Coordinates radio infrastructure needs;

- d. Ensures proper function of radio equipment;
- 4. Center Support Unit
  - a. Develop and maintains the checklist for the Center Support Unit;
  - b. Assist in the development, review and maintenance of the EOP;
  - c. Assists in determining required facilities and furnishings;
  - d. Arranges for continuous maintenance of facilities;
  - e. Ensures utilities and restroom operation;
  - f. Responds to requests for building maintenance

#### F. Finance and Administration Section

- 1. Finance and Administration Section Chief
  - a. Serves as the coordinator of all activities categorized under the Finance and Administration Section;
  - b. Functions as the interface between the Finance and Administration Section and Command;
  - c. Ensures that all personnel operating within the Operations Section receive up to date information regarding the situation and the event;
  - d. Solicit periodic update briefings from the individual staff of the Operations functions; and
  - e. Provide periodic updates and briefings to Command.
- 2. Time Unit
  - a. Maintains and monitors personnel time recording;
  - b. Monitors time sheets, rosters, overtime requests and other administrative support;
  - c. Maintains EOC sign in sheet.
- 3. Call takers
  - a. Answers the main EOC line.

- b. Directs callers to the proper position.
- c. Answers questions and provides information as appropriate.

## V. EOC ADMINISTRATION AND LOGISTICS

### A. Administration

1. Municipal governments will submit situation reports, requests for assistance and damage assessment reports to the County OEM.
2. The County OEM will forward reports and requests for assistance to SCTF or PEMA Central region office.
3. Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
4. Narrative and written log-type records of response actions will be kept by county and municipal emergency management agencies. The logs and records will form the basis for status reports to PEMA. OEM will use WebEOC.
5. The County OEM will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.
6. The county OEM will make reports to PEMA by the most practical means, generally within one hour. Reports will be constructed in accordance with PEMA requirements; namely, using WebEOC.

### B. Logistics

When municipal resources are overwhelmed, the York County Office of Emergency Management (OEM) is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its South Central Task Force (SCTF), or from the Pennsylvania Emergency Management Agency (PEMA). Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

## VI. TRAINING AND EXERCISES

### A. Policy

#### 1. Public Officials:

- a. Response and Recovery Training: A training program will be provided to County and municipal officials, emergency management coordinator, EOC staffs and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster emergency.
- b. Professional Development: Training will be provided to municipal EMCs and staffs in skills and techniques of writing plans, professional development skills and national security issues related to municipal emergency preparedness. A minimum of four sessions per year will be given.
- c. Radiological Protection: County/municipal personnel will be trained in radiological protection systems to enhance county/municipal emergency preparedness.
- d. Damage Reporting/Assessment: Annual training will be conducted in damage reporting/assessment procedures for county/municipal damage reporting/assessment teams.

#### 2. Emergency Services and Other Responding Agencies

Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. OEM staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

#### 3. State and Federal Training

EMA staff will participate in State and Federal training programs as prescribed internally and by PEMA.

## B. Exercise Requirements

To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC will activate this plan at least annually in the form of a simulated emergency exercise. Additionally, regardless of actual events, County all-hazards exercise will be conducted every two years. Further, the EMC and OEM staff will participate annually in a PEMA-directed weather exercise.

## C. Training Requirements

For training purposes and exercises, the EMC may activate this plan as required to evaluate and maintain the readiness posture of County agencies.

## D. After Action Reports

1. An after action report that incorporates comments from all participants will be prepared
2. After every activation of the EOC; and
3. After every exercise of the EOC.
4. All After Action Reports (AARs) must include an Improvement Plan Matrix and the corrective actions are to be incorporated into this plan as well as other plans and implementing instructions.

# VII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

## A. Development and Maintenance Responsibilities

1. EMC Responsibilities: The county EMC will coordinate development and maintenance of the plan. Plan components will be reviewed and updated consistently. Incident Specific Annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
2. NIMS Section Coordinators and Staff Members are responsible for the development and maintenance of their respective segments of this plan. Written reviews will be provided to the EMC annually indicating

concurrence or comments. They will recommend changes, as necessary, and keep the EMC and Resource Manager abreast of changes in personnel, information and available resources.

3. Enforceability: This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code and County Resolution.
4. Execution: This plan will be executed upon order of the County Commissioners or their authorized representative, the County Emergency Management Director.
5. Distribution: This plan and its supporting materials is a controlled document. This plan, by its very nature, is not considered to be available for public consumption. Distribution is based upon regulatory or functional “need to know” basis. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders.

#### B. Distribution

1. This plan and its supporting material are controlled documents. While the basic plan is open to the public, other portions of this plan are not considered to be subject to the Right-to-Know Law and are unavailable to the general public. Distribution is based upon a regulatory or functional “need to know” basis.
2. Copies of this plan are distributed according to an approved list (Appendix 3).
3. A “Receipt Form,” including the copy number, will be used to document the fact that copies of the plan and changes reach the proper users. Forms will be maintained on file by the EMC.
4. Controlled copies of revisions will be distributed to all plan holders.
5. Unless a completely revised plan is produced, all revisions or changes will be documented on the “Record of Changes”.



## APPENDICES

### APPENDIX 1 - AUTHORITIES AND REFERENCES

A. The authority for this Plan and county emergency management programs comes from the Pennsylvania Emergency Management Services Code and the Counterterrorism Planning, Preparedness and Response Act of 2002.

B. References

1. The Robert T. Stafford Disaster Relief and Assistance Act (42 U.S.C. § 5121 et. seq.)
2. The Post-Katrina Emergency Management Reform Act of 2006 (6 U.S.C § 7101 et. seq.)
3. The Pennsylvania Emergency Management Services Code (35 Pa CSA § 7101 et. seq.)
4. The Pennsylvania Right-to-Know Law (65 P.S. §§ 67.101, et seq.)
5. The Pennsylvania Intrastate Mutual Aid Program (PIMAS) (Act 93 of 2008)
6. Pets Evacuation and Transportation Standards Act of 2006 (PL 109-308)
7. US Small Business Administration (13 CFR Part 123)
8. Homeland Security Presidential Directive – 5 (HSPD-5)
9. Homeland Security Presidential Directive – 8 (HSPD-8)
10. Homeland Security Exercise Evaluation Program
11. Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Enhanced All-Hazard Mitigation Plan,” – Risk Assessment
12. Counterterrorism Planning, Preparedness and Response Act (Act 2002-227)
13. Commonwealth of Pennsylvania, State Emergency Operations Plan 2017
14. Pennsylvania Emergency Management Agency, “Pennsylvania Evacuation Planning and Implementation Guidebook”

15. Title III, Superfund Amendments and Reauthorization Act (SARA), October 17, 1986, Section 301-305, 311 and 312.
16. York County Hazard Vulnerability Analysis
17. York County Code Chapter 197

## APPENDIX 2 - TERMS AND DEFINITIONS

**Activate** – To start or place into action an activity or system.

**Agency Representative** – An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting the agency's participation in the incident. Agency representatives will report to the liaison officer or to the incident commander/EOC Manager in the absence of a Liaison Officer.

**All-Hazards** – The spectrum of all types of hazards including accidents; technological events; natural disasters; terrorist attacks; warfare, including chemical and biological; pandemic or other biological emergencies, nuclear or explosive events.

**ARES** – Amateur Radio Emergency Services - An American Radio Relay League - sponsored emergency organization of amateur radio operators that provides communications resources.

**Congregate Household Pet Shelter** – Any private or public facility that provides refuge to rescued household pets and the household pets of shelterees in response to a disaster or emergency.

**Continuity of Operations Planning (COOP)** – Planning to ensure that essential services continue during, or as soon as possible after a disaster or emergency event. In the public sector, COOP includes activities referred to as COG (Continuity of Government.)

**Coordination** – Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context of this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)

**County Damage Assessment** – (Also called Initial Damage Assessment) A damage assessment, conducted by the county damage assessment team(s), that uses PEMA-developed procedures to assign a damage category to emergency-caused damages.

**County Recovery Task Force** – A type of Local Recovery Task Force (LTRC) formed from local volunteer assets to coordinate and administer voluntary contributions to short-term and long-term recover

**Critical Incident Stress Management (CISM)** – A system developed and published by the International Critical Incident Stress Foundation to head off the psychological effects of certain types of particularly traumatic incidents on emergency responders. The system involves trained teams of practitioners who conduct peer debriefings for affected responders. Teams in Pennsylvania are independent, and are managed and dispatched locally, or through the Department of Health, Bureau of Emergency Medical Services.

**Deploy** – To move to the assigned location in order to start operations.

**Disaster Emergency** – Those conditions which upon investigation may be found, actually or likely to affect seriously the safety, health or welfare of a substantial number of citizens of the county or preclude the operation or use of essential public facilities. A disaster should be of such magnitude or severity as to render essential state supplementation of county efforts or resources.

**Emergency Alert System (EAS) Announcements** - Official announcements made at the county or state level for the specific purpose of providing information, instructions or directions to the residents of the county. Announcements are made over the legally designated EAS network. EAS announcement does not preclude appropriate use of newspapers, radio and television for public information statements.

**Emergency Management** – The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kinds, whether from enemy attack, human-made or natural sources.

**Emergency Services** – The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation,

firefighting services, police services, medical and health services, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.

**Explosive Ordinance Disposal (EOD)** – A specialized component of the U. S. military tasked with the retrieval and disposal of military ordnance. EOD Teams are available to assist civilian authorities in life threatening situations dealing with other explosive devices.

**Governor's Proclamation of "Disaster Emergency"** – A proclamation by the Governor upon finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation authorizes municipalities (including counties) to exercise certain powers without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

**Hazardous Materials (HAZMAT)** – Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials may be chemical, biological, radiological, or explosive.

**Hazards Vulnerability Analysis (HVA)** – A compilation of natural and man-made hazards and their predictability, frequency, duration, intensity and risk to population and property.

**Household Pet** – A domesticated animal, such as a cat, dog, bird, rabbit, rodent or turtle that is traditionally kept in a home for pleasure rather than for commercial purposes; can travel on commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

**Human-Caused Disaster** – Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, including enemy action, weapons of mass destruction or overt paramilitary actions, or other acts such as sabotage resulting from human-made causes. This includes oil spills and other injurious environmental contamination which threatens or causes substantial damage to property, human suffering, hardship or loss of life.

**Initial Damage Assessment** – (Also called County Damage Assessment) A damage assessment, conducted by the county damage assessment team(s) that uses PEMA-developed procedures to assign a damage category to emergency-caused damages.

**Initial Damage Report** – Reports compiled during the response phase of an emergency that list numbers of damaged facilities, and other essential information. The IDR information is originated at the local level, compiled at the county and forwarded on to PEMA. IDR data should be submitted as soon as possible since it is used to determine operational needs and to identify the location and scope of damages for more formal damage assessments that come in the recovery phase of the emergency.

**Joint Preliminary Damage Assessment** – A damage assessment conducted by county, state and federal personnel to verify that sufficient damage has occurred to justify a Presidential Declaration of Major Disaster or Emergency.

**Liaison Officer** – The Liaison Officer is the IC/UC point of contact for representatives of other governmental agencies, non-governmental organizations and/or the private sector (with no jurisdiction or legal authority) to gain input on the agency's policies, resource availability and other incident-related matters.

**Local Disaster Emergency (When declared by the County Commissioners)** – The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster requires coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.

**Local Recovery Task Force (County Recovery Task Force)** – A group established to oversee the recovery and reconstruction process and serve as an advisory committee to local government officials responsible for recovery activities. The Local/County Recovery Task Force should have representatives from all facets of the community (school, faith-based, business, volunteer, etc.)

**Long Term Recovery Committee (LTRC)** – A group of volunteer organizations established to provide recovery assistance to victims of a disaster or emergency beyond those services available from government sources. The LTRC should work in coordination with county and local government in order to ensure maximum utility from all available resources.

**Mass Care Centers** – Fixed facilities suitable for providing emergency lodging for victims of disaster left temporarily homeless. Mass Care centers are capable of providing all essential social services. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.

**Municipality** – As defined in the Pennsylvania Constitution, “...a county, city, borough, incorporated town, township or similar unit of government...” (Article IX, Section 14, The Constitution of Pennsylvania).

**Natural Disaster** – Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.

**Notification** – The act of making known or informing. For use in the context of this document: to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations; (2) over the Emergency Alert System or by other means to the general public.

**Operational** – Capable of accepting mission assignments at an indicated location with partial staff and resources.

**Pennsylvania Intrastate Mutual Aid System (PIMAS)** – A system between participating political subdivisions that have agreed to share physical resources

under protocols developed by the Intrastate Mutual Aid Committee. The system was established by Act 93 of 2008.

**Political Subdivision** – Any county, city, borough, township or incorporated town within the Commonwealth, as well as school districts, and water, sewer and other authorities that have governmental or taxing authority.

**Point of Dispensing (Pharmaceutical POD or SNS POD)** – A facility established for the mass dispensing of pharmaceuticals. Operation of SNS PODs is described in the Strategic National Stockpile (SNS) plan.

**Point of Distribution (Commodities POD)** – A facility where disaster victims can come to receive emergency food, water and ice and perhaps tarps or cleaning supplies. These are normally located in an open parking lot providing drive-through service and a very limited variety of essential goods.

**Presidential Declaration of “Emergency”** – “Emergency” means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**IMPORTANT NOTE** – Before federal assistance can be rendered, the Governor must first determine that the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected county and local governments and that Federal assistance is necessary.

**Presidential Declaration of "Major Disaster"** – “Major Disaster” means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.



**Preliminary Damage Assessment** – See Joint Preliminary Damage Assessment (above)

**Protective Action** – Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.

**Public Information Statements** – Public announcements made by PEMA or county official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency.

**Public Inquiry** – (Formerly known as Rumor Control) A place where the general public can call for information during an emergency. The public inquiry center is normally only activated during an emergency. Operators track calls, locate previously unknown pockets of damage and identify misperceptions that the PIO should try to dispel.

**RACES** – (Radio Amateur Civil Emergency Service) A part of the amateur radio service established under Federal Communication Commission rules and regulations to establish and maintain leadership and organizational infrastructure necessary to provide amateur radio communications in support of emergency management entities throughout the United States or its territories. RACES can be used during any disaster or emergency when normal governmental communications have sustained damage, or when additional communication is desired.

**Reentry** – The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.

**Route Alerting** – Route alerting is a supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.

**Service Animal** – Any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing

to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.

**Special Needs Population** – Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to, maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

**Standby** – To be ready to perform but waiting at home or other location for further instructions.

**Strategic National Stockpile (SNS)** – A program headed by the federal Centers for Disease Control that maintains large stocks of medications for distribution to the public during emergencies. The SNS relies on the state and county governments to have plans and play a major part in the distribution of the medications. This is done through a series of Pharmaceutical PODs (Points of Dispensing) that are located throughout the county.

**Support** – To act in a secondary or subordinate role to a primary activity by providing a means of maintenance or subsistence to keep the activity from failing under stress. (For use in context to this document: providing "unmet" needs, unforeseen requirements for supplies, equipment, services, training, etc.)

**Unmet Needs** – Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.

**Urban Search and Rescue (US&R)** – A specific type of search and rescue that deal with urban settings, especially with collapsed building rescue. Pennsylvania has one team (PA Task Force-1) that is sponsored and certified by FEMA and managed by PEMA. Additionally, there are a series of US&R components in the nine Regional Task Forces.

**Volunteer Emergency Communications** – Any or all of those volunteer organizations such as RACES, ARES, CAP, and Coast Guard Auxiliary which may provide emergency telecommunications services to responders or victims within the county.

**Weather Warning** – Previously expected severe weather is occurring or is about to occur.

**Weather Watch** – Indicates that conditions and ingredients exist to trigger severe weather.

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### APPENDIX 3 - PLAN DISTRIBUTION

- A. Because of the sensitivity of some portions of this plan, and in order to ensure that plan revisions are posted to every copy, copies of this plan will be numbered and distributed on a need-to-know basis.
- B. Numbered copies of this plan will be distributed to the following agencies. A “master distribution list” (Enclosure 1) with the numbers of each copy, and the format (printed or electronic) is maintained by the county EMA.
  - 1. Office of the Commissioners
  - 2. PEMA Central Area Office
  - 3. Local Municipal Governments/EMAs (Townships, Boroughs, Cities, etc.)
  - 4. Other interested parties (military installations, large employers, etc.)
- C. Each recipient will sign a receipt form (Enclosure 2), and the signed receipt will be maintained by the county EMA, along with the distribution list.

### **York County Emergency Operations Plan Distribution List**

Agency	Name of Recipient	Copy Number	Date Received
County OEM Director		1	
County Commissioners Office		2	
PEMA Central Area Office		3	
York County Web Site		4	
York County EOC		5	

*Enclosure 1 to Appendix 3 to York County Emergency Operations Plan*

**RECEIPT FORM**

TO: York County Office of Emergency Management  
120 Davies Drive  
York, PA 17402

SUBJECT: York County Emergency Operations Plan

1. This will certify that I have received the following document:

The York County Emergency Operations Plan, dated \_\_\_\_\_

Date Received: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Copy Number(s): \_\_\_\_\_

Hard Copy or Electronic Copy (Circle one)

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. I understand that these documents might contain information that is personal or sensitive in nature, and I will not release any parts of the plan to persons or agencies that do not need it to perform emergency response functions outlined in the plan.

Signature

*Enclosure 2 to Appendix 3 to York County Emergency Operations Plan*

## APPENDIX 4 - MAP OF THE COUNTY





